



Getting Started

The Guide identifies both the rules and best practices related to personal service contracting. Close adherence will ensure better contracting results for your agency.

The *Guide to Personal Service Contracting* is provided to explain personal service contracting as defined under Chapter 39.29 RCW and in the *State Administrative and Accounting Manual*, Chapter 15. The booklet is designed to identify both the rules that apply to personal service contracts, as set forth in statute and policy, as well as to describe best contracting practices. The Guide is written in a directive style when a requirement is being explained, and a non-directive style when a best practice is being described. Senate Bill 5629, passed by the 2002 Legislature, requires adherence to the guidelines, effective January 1, 2003. Therefore, any deviation from the processes described in the *Guide* should be well documented.

This manual will help you apply the contracting process to best advantage when planning, soliciting, awarding and managing personal service contracts. By following these legal guidelines and generally accepted contracting principles, you and your agency will achieve better results and ensure against the unfortunate legal and technical pitfalls awaiting the unwary contracting manager. In addition, the Washington State Legislature has mandated contract training for those who manage or execute personal service contracts. This further emphasizes the importance of contract management in accomplishing the agencies' goals and best serving the needs of the State.

Change is an ongoing and necessary element in government contracting, and new legislation can significantly impact procurement decisions. For that reason, it is imperative that state government managers and staff keep abreast of changing requirements. This manual will assist in that effort. Please recognize as well that the *Guide* is not intended to establish, or to alter, the legal requirements governing personal service contracting or to create legal rights or claims based on its content.

This edition of the *Guide to Personal Service Contracting* supersedes the manual of the same title dated September 2002. The *Guide* is located electronically on the Office of Financial Management (OFM) website at the following address: <http://www.ofm.wa.gov/psc/contracts.htm>. Few hard copies are available to agencies as it is preferred that agencies use the on-line version, since it will be kept current.